

Application Guide
for
Household Hazardous Waste (HHW)
and
Small Quantity Generator (SQG)
Grant Programs

State Fiscal Year
2007

July 1, 2006 - June 30, 2007

Kansas Department of Health and Environment
Bureau of Waste Management
Waste Reduction, Compliance and Enforcement Section
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366
(800) 282-9790 FAX (785) 296-8909
www.kdheks.gov/waste

HHW and SQG Grant Application Guide

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Kansas Department of Health and Environment
Solid Waste Management Grant Program Information
for State Fiscal Year 2007

<u>Grant Program</u>	<u>Local Match Requirement</u> (Minimum)	<u>Deadline Dates</u>
1. Household Hazardous Waste Grants	40%	May 19, 2006 * August 18, 2006
2. Small Quantity Hazardous Waste Generator Grants	25%	May 19, 2006 * August 18, 2006

*** Subject to availability of funds.**

For information, please write or call:

KDHE
Bureau of Waste Management
Waste Reduction, Compliance and Enforcement Section
1000 SW Jackson, Suite 320
Topeka, Kansas 66612-1366
(800) 282-9790 or (785) 296-1600 or fax us at (785) 296-8909
Information is also available at the KDHE website www.kdheks.gov/waste

General Grant Guidelines

The following are some basic guidelines that generally apply to all of the solid waste management grant programs:

Summary of how to apply for a grant

1. Request the application forms and any related guidance documents from KDHE program staff. Please call (800) 282-9790 or (785) 296-1600 or visit our website at www.kdheks.gov/waste
2. Determine if you meet the eligibility requirements.
3. Complete the application form.
4. Attach a written grant proposal and cover letter. (See General Grant Proposal Format on Page 5.)
5. Submit application and proposal by application deadline date. **The application does not have to be received by KDHE on the deadline date, just postmarked by that date.**

List of some grant program eligible costs

- ✓ **Travel Expenses.** In-state travel and out-of-state travel are eligible, however they must be part of the approved grant proposal. Final plans for out-of-state travel must receive **prior** approval by the department. Meal charges are not eligible for reimbursement.
- ✓ **Capital Equipment and Supplies.** Capital expenditures are items exceeding \$500 with a useful life of at least a year. ***Call the appropriate KDHE program manager prior to purchasing any capital equipment that is not included in your approved grant application.***
- ✓ **Professional Services.** Services contracted for assistance with project planning, finance, legal affairs, marketing, engineering, and environmental evaluations may be eligible for grant funding when performed in conjunction with the operation of a program, process, or waste management system, other than routine solid waste disposal are eligible.

List of some ineligible costs

- ✓ **Salaries.** Personnel costs are to be in the match category for most grant programs. Dependence upon state grants to fund ongoing personnel should be avoided. In some grant programs, personnel costs that serve regions and maximize the effectiveness of limited funds in serving many people or large areas will be allowed.
- ✓ The costs of preparing grant applications.
- ✓ The costs of preparing permit applications.
- ✓ Costs related to ongoing solid waste disposal operations.
- ✓ Costs incurred prior to the beginning of the fiscal reimbursement period of the grant contract.
- ✓ Costs incurred after the ending of the fiscal reimbursement period of the grant contract.
- ✓ Permit fees.

Cancellation or termination of grant contracts by KDHE

Any grant may be canceled if the grantee does not accept the grant award within 45 days of being issued. Grants may be terminated if it is determined that there has been no substantial performance, or there is substantial evidence of fraud, gross abuse or corrupt practices. Unavailability of funding or significant changes to the original KDHE approved grant proposal, particularly in the later months of the fiscal year, may also force the early closure of a grant contract and return of funds.

Financial accounting and reporting requirements

Grant recipients will be required to present at least one interim and one final report accounting for the funds and describing the grant program progress. Funds will be disbursed with a retainage linked to these reporting requirements. All applicants must certify that all proposed activities will be carried out; that all grant money received will be utilized solely for the

purposes for which the grant is intended; that the grant project will be documented for both accounting and program progress purposes; and, that the documentation will be maintained and submitted when requested.

Grant Application Process

The grant application process is a multi-step procedure that can take anywhere from six weeks to several months to complete. Following is a breakdown of the various steps of the process.

- 1) Announcement of grants. The application forms and guidance documents are provided by KDHE.
- 2) Applicants request and complete grant application and file forms and all necessary attachments with KDHE by the appropriate deadline.
- 3) KDHE sends the applicant a letter acknowledging receipt of the application. Grant program staff carries out an initial review of the application and determines whether information submitted is adequate and meets general grant eligibility criteria and application requirements. If application is inadequate or fails eligibility or application requirements, applicant is notified by staff and modifications are made to correct any deficiencies.
- 4) If application is reviewed and approved, the grant administrator prepares two grant contracts to go through the bureau concurrence process. This process can take several weeks.
- 5) Once the grant contracts have gone through the bureau concurrence process, a KDHE grant announcement letter goes out with the grant contracts for the grantee to sign and return to KDHE.
- 6) Upon receiving the signed contracts back from the applicant, they are sent through the agency concurrence process and finally to the KDHE Secretary for signature and execution. One original contract is sent to the grantee for their files. The other contract is sent to the KDHE Business Office and an advance payment of the grant funds is sent to the grantee. The amount of advance payment varies with each program and is the only grant funding that the grantee will receive without receipts or proof of expenditures. All reimbursements after this advance must be submitted with a completed affidavit of expenditures and required supporting documentation. Prior to the release of any grant funding, the county or regional solid waste management plan must be up to date. Please contact the appropriate KDHE program manager for further information.
- 7) The grantee must file required affidavit of expenditure forms, including receipts and explanation of all expenditures, reports and any further documentation as required by each grant program for the initial disbursement and remaining contract balances. These submittals should happen on a quarterly basis.
- 8) Upon project completion, final reports, affidavits of expenditures, and any other required documentation are submitted to KDHE for approval and final grant disbursement. A retainage of 10% of the grant amount will be held until all final required documentation is received and approved.

General Grant Proposal Format

Included with the grant application form, there **must be a narrative** that explains the proposed grant program activities, budgets and time lines. The following is a suggested format designed to help the applicant prepare a grant program application that can be evaluated quickly and easily. Depending on the proposed project, this narrative can take a few pages or be a full sized feasibility document. Failure to address all items may reduce the chance of receiving funding or result in disqualification.

BACKGROUND

- ** Describe proposed program service area, including a list of all communities served by this proposed project and their population.
- ** Discuss local and community support for proposed program. Letters of interest, support, and/or commitment from the communities will strengthen an application.
- ** Address relevancy to existing County/Regional Solid Waste Management Plan.
- ** Describe any existing programs, related facilities and particular needs and purpose for applying for grant funds.

PROPOSED PROGRAM DETAILS

- ** Provide summary or abstract of the proposed project, program management and operational plan.
- ** Provide list of goals to be accomplished.
- ** Discuss how the proposed program will or will not affect existing public and private services.
- ** Provide implementation plan and timetable (*include permit process where appropriate*).
- ** Describe public education plan where applicable.

HHW Specific:

- ** Provide detailed description of collection site, including drawings and specifications, traffic patterns, storage capacity, etc.
- ** Describe how the facility/program will be managed, include standard operating procedures, inspection forms, days/hours of operations, contingency plans, etc.
- ** Describe the waste collection, segregation and disposal methods and estimate the amount of hazardous wastes to be collected.
- ** Describe waste diversion plans, i.e. markets for car batteries, used oil or latex paints.
- ** Identify the hazardous waste management firm(s) or transporter(s) you are considering.
- ** Describe the public education and waste minimization program to be implemented.

SQG Specific:

- ** Provide a detailed description of SQG Assessment to be developed.
- ** Provide a description of target SQGs, potential types of wastes, quantities etc.
- ** Discuss methods of screening regulated hazardous waste generators.
- ** Discuss method of handling and transporting SQG accumulations.

- ** Provide a description of SQG education and waste minimization programs to be implemented.

RESPONSIBLE PERSONS

- ** List persons or groups responsible for implementation. Include background information and biographical information on personnel.
- ** Estimate number of hours and staff necessary to complete each component of the proposed project.
- ** Define how the project will be coordinated between the parties responsible for implementation and other official agencies and organizations with overlapping jurisdiction.

PROGRAM BUDGET

- ** **Provide detailed cost estimates** for each component of the proposed program including expected staff hours and costs, lists of supplies and equipment needed with itemized costs, etc.
- ** Include a list of funding sources and resources for the proposed program.
- ** Describe the method(s)/source(s) of meeting grant match requirement.
- ** Discuss proposed method of financing for continued program operations.
- ** **FOR SQG APPLICATIONS ONLY** -- Provide detailed cost estimates for each component of the proposed SQG program. (Keep in mind no one grant award can be in excess of \$50,000, and no single SQG program can receive aggregate grants totaling more than \$50,000).

PROGRAM EVALUATION PROCEDURES

- ** Detail procedures for program review, reporting and modifications.
- ** Provide an outline for the final report to be completed upon grant completion.

Household Hazardous Waste Grant Program

BACKGROUND

The *Household Hazardous Waste Grant Program* was established in 1989. The program is designed to protect Kansas groundwater by reducing, recycling, properly disposing of household hazardous waste products, and encouraging the use of non toxic alternatives. The grant program is considered "seed money" to assist local governments with the start up costs of developing and implementing a HHW program. The grant program does not subsidize ongoing operational expenditures. Public education is only funded as part of initial start up or specific expansion of a program. Special one-time expenses for promoting and educating the public about new program enhancements and changes may be eligible depending upon availability of funds. However, ongoing educational expenses are ineligible. Communities may apply for funding for more than one year, but only to improve existing programs or to serve additional communities. However, the program does not allow any one community to receive funds for hazardous waste disposal for more than one year. This, along with a local match requirement, is to ensure that the community and local governments are committed to continue managing and financing the future operations of their program.

FUNDING AND MATCH REQUIREMENT

Funding for the program is from the Solid Waste Management Fee Fund and the Hazardous Waste Collection Fund. The local match requirement is a minimum of 40% of the total proposed project cost. This match may be comprised of either financial and/or in-kind commitments such as salaries or administrative overhead.

PERMITTING REQUIREMENT

If the project funded by the grant requires a new HHW permit application or a modification to a current permit, no grant payments will be made until the required application or modification is submitted to KDHE. The required permit applications shall consist of a complete application (including all required attachments) on a form supplied by the department. **It is strongly encouraged that contact be made with the permit staff prior to submitting the grant application in order to determine if the proposed grant project requires a new permit or a modification to an existing permit.** The latest version of the permit application can be found on the Bureau of Waste Management's web page (www.kdheks.gov/waste). The grants can be approved and awarded; however, payments will not be made until all required permit submissions are made.

APPLICATION DEADLINES

Two rounds of grants have been scheduled for the HHW program. However due to limited funding, monies may not be available for a second round. Therefore, prior to submitting an application for the second round, call KDHE for a status of grant funding availability.

EVALUATION CRITERIA

- ✓ Quality of proposal and proposed project.
- ✓ Relationship to Solid Waste Management Plan.
- ✓ Local government and community need and support.
- ✓ Hazardous waste collection estimates.
- ✓ Public education and waste minimization programs proposed.
- ✓ Mechanisms to finance future operational and disposal costs (*if applicable*).
- ✓ Operational history of the HHW facility (*if applicable*).

ELIGIBLE PROJECTS

- ✓ Development and implementation of a new permanent HHW collection facility/program.
- ✓ Development or expansion of a regional or satellite HHW collection program.
- ✓ Temporary HHW collection events.
- ✓ Enhancements of existing HHW facility/program.

ELIGIBLE EXPENDITURES

- ✓ Education and waste minimization program costs, including contracting for professional services, materials, printing costs, etc. Public education is only funded as part of initial start up or specific expansion of a program. Ongoing educational expenses are ineligible.
- ✓ Capital expenditures for the construction, purchase, or expansion of a permanent HHW storage facility, mobile trailer and/or related equipment.
- ✓ Costs associated with the disposal of the collected waste with a licensed hazardous waste management company (one time only).
- ✓ Equipment and supplies necessary to manage the collected wastes.
- ✓ Related training expenditures.

INELIGIBLE PROJECTS AND EXPENDITURES

- ✓ Personnel costs are to be in the match category for most grant programs. There is the general policy to avoid dependence upon limited state grant funding for ongoing personnel activities at the local level. Personnel costs that serve regions and maximize the effectiveness of limited funds in serving many people or large areas may be allowed as a one time grant expenditure if long term support of the program can be assured. Existing HHW program operational costs.
- ✓ Indirect costs such as rent or administrative overhead.
- ✓ Other state or federal grant funds cannot be used as any part of the local match.
- ✓ Landscaping and related aesthetic expenditures (*may be used as local match, with prior approval*).
- ✓ Disposal costs paid by the waste generator related to SQG.
- ✓ State, regional, or national environmental conferences (*may be used as local match, with prior approval*).



K A N S A S

RODERICK L. BREMBY, SECRETARY

DEPARTMENT OF HEALTH AND ENVIRONMENT

KATHLEEN SEBELIUS, GOVERNOR

Bureau of Waste Management
HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM
State Fiscal Year 2007 APPLICATION FORM

Date of Application

Contact Person (responsible for day to day project management)

Name of Applicant Organization

Address

City

State

Zip

Telephone Number

FAX Number

FEIN (IRS) Tax Number

Email Address

Address to mail payments to (if different than above):

☐ Check here if you have a designated fiscal agent.

Please Name:

FEIN (IRS) Number (if different from above)

BUDGET SUMMARY INFORMATION

Calculate each category of costs from the Budget Worksheet on page 2-3 and total below:

	State Requested <u>Funding</u>	In Kind/Monetary <u>Match</u>	Total <u>Project</u>
SALARIES	\$ N/A	\$	\$
TRAVEL	\$	\$	\$
SUPPLIES	\$	\$	\$
CAPITAL EQUIPMENT	\$	\$	\$
PROFESSIONAL SERVICES	\$	\$	\$
OTHER	\$	\$	\$
TOTAL	\$	\$	\$
PERCENTAGE OF TOTAL (Local match must be at least 40%)	%	+	% = 100%

BUDGET WORKSHEET

Please complete the following budget breakdown. This worksheet is required for any type of Household Hazardous Waste Grant. Check and complete the category(s) that apply to your proposal. Following is a brief definition of each category.

	State Requested <u>Funding</u>	In Kind/Monetary <u>Match</u>	<u>Total</u>
<input type="checkbox"/> 1. Construction of a new HHW Facility:			
SALARIES	\$ N/A	\$ _____	\$ _____
TRAVEL	\$ _____	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER: _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

<input type="checkbox"/> 2. Expansion or Improvement of an existing HHW facility/program:			
SALARIES	\$ N/A	\$ _____	\$ _____
TRAVEL	\$ _____	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER: _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

<input type="checkbox"/> 3. Hazardous Waste Collection Event(s):			
SALARIES	\$ N/A	\$ _____	\$ _____
TRAVEL	\$ _____	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER: _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

	State Requested <u>Funding</u>	In Kind/Monetary <u>Match</u>	<u>Total</u>
<input type="checkbox"/> 4. Public Education and Advertising:			
SALARIES	\$ N/A	\$ _____	\$ _____
TRAVEL	\$ _____	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER: _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

□ **5. Training:**

SALARIES	\$ N/A	\$ _____	\$ _____
TRAVEL	\$ _____	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER: _____	\$ _____	\$ _____	\$ _____

SUBTOTAL \$_____ \$_____ \$_____

☐ 6. Other: _____ (specify)

SALARIES	\$ N/A	\$ _____	\$ _____
TRAVEL	\$ _____	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER: _____	\$ _____	\$ _____	\$ _____

SUBTOTAL \$ _____ \$ _____ \$ _____

TOTAL	\$	\$	\$
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PERCENTAGE OF TOTAL _____% _____%

SFY 2007 HOUSEHOLD HAZARDOUS WASTE GRANT APPLICATION

NARRATIVE CHECKLIST

A narrative is required for any type of HHW grant application. The narrative will explain the proposed program activities, budgets, implementation plans and time lines. Below is a recommended format and a checklist of items to be included in your narrative. Not all items may apply to your proposal.

I. BACKGROUND

Discussion of the program service area, including communities served and their populations.

Discussion of the local and community support for implementation of the proposed program.

Description of and how project is identified in County or Regional Solid Waste Management Plan.

Discussion of any existing program, related facilities and particular needs and purpose for applying for this grant.

II. PROPOSED PROGRAM DETAILS *(organize by projects/tasks or program components)*

- ✓ Summary or abstract of the proposed project included.
- ✓ Goals to be accomplished listed.
- ✓ Description of the collection site; including drawings and specifications, traffic patterns, storage capacity, etc.
- ✓ Description of how the facility/program will be managed, including standard operating procedures, inspections forms, days/hours of operations, contingency plans, etc.
- ✓ Identify the hazardous waste management firm(s) or transporter(s) being considered.
- ✓ Description of the waste collection, segregation and disposal methods.
- ✓ Discussion of staff training needs and/or in-house training program(s) to be implemented.
- ✓ Estimation of the amount of hazardous wastes to be collected with discussion of how estimates were determined.
- ✓ Description of waste diversion plans, i.e. markets for car batteries, used oil or latex paints.
- ✓ Description of the public education, waste minimization and advertising programs to be implemented.
- ✓ Project implementation plan and timetable included *(include permit process, if applicable)*.

III. RESPONSIBLE PERSONS

- ✓ Persons, agency(s) or organization(s) responsible for the implementation of the proposed project/program listed.
- ✓ Estimation of number of hours and staff to complete each component of the proposed project.
- ✓ Definition of how the project will be coordinated between the parties responsible for implementation and other official agencies and organizations with overlapping jurisdiction.

IV. PROGRAM BUDGET

- ✓ Budget worksheet completed, each category of funding being applied for is discussed in detail in the narrative.
- ✓ Cost estimates of each component for implementation of the proposed program including expected staff hours and costs, lists of supplies and equipment needed with itemized cost estimates, etc. included.
- ✓ Funding sources and resources for the proposed project/program included.
- ✓ Discussion of the method(s)/source(s) of meeting grant match requirement *(minimum of 40%)*.
- ✓ Discussion of proposed method of financing for continued program operations.

V. PROGRAM EVALUATION PROCEDURES

- ✓ Discussion of procedures to be implemented for program review, reporting and future modification/improvement.

BRIEF DESCRIPTION OF EACH CATEGORY.

1. Construction of a New HHW Facility:

This category includes all expenditures expected to be incurred with the construction and equipment/supplies required for a new permitted HHW facility. Construction may be performed by either an independent contractor or city/county employees. Salaries paid to city/county employees are accounted as the in-kind match. Examples of eligible grant expenditures include: contractor expenses, building equipment/supplies, safety equipment/supplies, hazardous waste reference manual, computer, drums, etc. Items to be included on the Capital Expenditures line would be any expenditure(s) with a useful life of one year or greater and a cost of \$500 or greater.

2. Expansion or improvement of an existing HHW facility/program:

This category includes all expenditures expected to be incurred with the expansion or improvement of an existing HHW facility/program. Examples of such activities/expenditures include: purchasing a mobile trailer or storage cabinets, building expansions, updating/improving safety equipment, computer, reference materials, etc. Ongoing operational expenditures are not eligible. Capital expenditures are any expenditure(s) with a useful life of one year or greater and a cost of \$500 or greater.

3. Hazardous Waste Collection Event(s):

This category includes all expenditures expected to be incurred on the actual collection event/day. Examples of such activities/expenditures include: contractor expenses, hazardous waste disposal costs, packing materials, safety equipment/supplies, etc. Capital expenditures are any expenditure(s) with a useful life of one year or greater and a cost of \$500 or greater. Typical in-kind expenditures in this category may include: salaries paid to employees working the event (volunteers' time can be counted at a rate of \$10 per hour), and travel expenditures such as mileage incurred by regional employees, etc.

4. Public Education and Advertising:

This category includes all expenditures related to new program development and distribution of public education materials and advertising. Examples of such activities/expenditures include: printing costs of brochures, postage for mailing educational materials, fees paid for the development of education brochures or advertisements, newspaper, radio or other media advertising, etc. Please note: On-going public education expenses are ineligible. Public education can only be funded to explain a change of operation or an expansion of services in existing programs. Typical in-kind expenditures in this section may include: salaries paid to employees creating or presenting program educational materials, travel for employees presenting educational materials within grant area, etc. Capital expenditures in this section may include presentation booths or other presentation equipment.

5. Training:

This category includes expenditures related to training of HHW staff members, training aids for in-house training programs, etc. Examples of such expenditures include: training costs, TV/VCR, camcorder, slide projector, course manuals, etc. Typical in-kind expenditures in this section may include: salaries, mileage, etc. paid to employees attending training sessions and/or salaries paid to employees for developing in-house training programs. KDHE reserves the right to contract directly with a qualified trainer to conduct 24 hour HHW specific training. If such a contract is in place, training related expenditures may be adjusted accordingly.

6. Other:

This category includes expenditures related to any "other" activity not listed in any of the above categories. Examples of potentially eligible projects/expenditures include: SQG assessment, HHW program surveys/assessments for program development/improvement, grant administration, etc. This category is ranked as lowest in priority for funding eligibility.

ADDITIONAL INSTRUCTIONS/INFORMATION:

- A. A narrative is required for any type of HHW grant application. See the narrative guidelines and checklist.
- B. All proposed projects should be completed within the State Fiscal Year (SFY) 2007, July 1, 2006 to June 30, 2007.
What is the proposed project START DATE:_____ COMPLETION DATE:_____
- C. Two grant rounds are scheduled for accepting HHW grant applications. However, due to limited funds all grant monies may be awarded in the first round. All HHW grant applicants will be notified as to the status of funds available as requested.
- D. The local match requirement is intended to show local commitment, which can be met through in-kind and/or financial obligations. Although securing additional funding sources for program development is encouraged, it is prohibited to match state dollars with state dollars. For example, NPS program funds (state dollars) cannot be used to meet HHW grant match requirements.
- E. If this proposal requires a permit application to be filed (for example, new program, new facility construction) no grant funds will be disbursed by KDHE until such paperwork is submitted and approved.

CERTIFICATION

The undersigned is an official authorized to represent the applicant. The applicant certifies that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which it is intended; that records will be maintained and submitted when requested, and KDHE is hereby granted access to inspect project sites and/or records.

Authorized Representative (Please Print)

Title

Signature of Authorized Representative

Date

Small Quantity Hazardous Waste Generator Grant Program

BACKGROUND

The Kansas *Small Quantity Generator (SQG) Grant Program* was established with the passage of House Bill 2036 in SFY 1995 as an expansion to the HHW program. SFY 1996 was the first year SQG grants were available. Small quantity generators of hazardous waste and household hazardous waste are similar in that they can both be legally disposed of in a municipal solid waste (MSW) landfill. SQG is a term used to identify businesses that generate limited quantities of hazardous waste. It also refers to their regulatory requirements. From a quantity perspective, SQGs are the smallest generators of hazardous waste in Kansas and are exempt from certain regulations. SQGs sometimes are incorrectly referred to as “small business hazardous waste generators”. This is not necessarily true because it is the amount of hazardous waste a business generates, rather than the size of the business, that determines its regulatory category.

In Kansas, a small quantity generator is a facility that generates less than 55 lbs (25 kg) of hazardous waste, or less than 2.2 lbs (1 kg) of acutely hazardous waste, per calendar month. This is similar to what other states and the federal government consider to be a conditionally exempt small quantity generator (CESQG). Some common SQGs include dry cleaners, photo labs, print shops and paint contractors. SQGs are regulated in Kansas under K.A.R. 28-31-1 *et seq.* Although SQGs in Kansas are not subject to hazardous waste notification or reporting requirements and disposal in a permitted MSW landfill is legal, they are required to manage their hazardous waste in an environmentally sound manner.

In an attempt to divert these wastes from entering MSW landfills, legislation was enacted in SFY 1995 to allow SQG waste to be managed through existing HHW facilities with a permit amendment.

FUNDING AND MATCH REQUIREMENT

The small quantity generator program is funded by the SWM Fee Fund. The local match requirement is a minimum of 25% of the total proposed project cost. The match can be comprised of either financial and/or in-kind commitments. K.S.A. 65-3415(f) limits aggregate grant amounts to \$150,000 annually with no one grantee receiving an aggregate amount exceeding \$50,000 total.

PERMITTING REQUIREMENT

If the project funded by the grant requires a new HHW permit application or a modification to a current permit, no grant payments will be made until the required application or modification is submitted to KDHE. Required permit applications shall consist of a complete application (including all required attachments) on a form supplied by the department. **It is strongly encouraged that contact be made with the permit staff prior to submitting the grant application in order to determine if the proposed grant project requires a new permit or a modification to an existing permit.** The latest version of the permit application can be found on the KDHE web page (www.kdheks.gov/waste). The grants can be approved and awarded; however, payments will not be made until any required permit submissions are made.

Two rounds of grants have been scheduled for the Small Quantity Generator Grant Program. However due to limited funding, monies may not be available for the second round. Prior to submitting an application for the second round, call KDHE to determine the status of grant funding availability.

WHO CAN APPLY FOR AN SQG GRANT?

Kansas counties, cities or regional solid waste management entities that are part of an interlocal agreement, which are currently permitted to manage household hazardous waste may apply.

EVALUATION CRITERIA

- ✓ Quality of proposal.
- ✓ Readiness to proceed, e.g. local support, facility, trained personnel, etc.
- ✓ Mechanisms to finance future operational and disposal costs.
- ✓ Operational history of the HHW facility.
- ✓ Proposed assessment of SQGs.
- ✓ Proposed SQG educational and waste minimization programs.
- ✓ Description of how program will or will not affect existing private services.

ELIGIBLE PROJECTS AND EXPENDITURES

- ✓ Expenditures associated with making an assessment of SQGs in the proposed area (may include contracting with professional services or hiring temporary employees).
- ✓ Advertising, public education and waste minimization program costs.
- ✓ Equipment and supplies necessary to manage the SQG wastes.
- ✓ Costs associated with facility modifications and/or expansions.
- ✓ Related training expenditures.
- ✓ Disposal costs of SQG wastes managed. *(Eligible for one year only.)*

INELIGIBLE PROJECTS AND EXPENDITURES

- ✓ Subsidizing regulated hazardous waste generators.
- ✓ Landscaping and related aesthetic expenditures *(may be used as local match, with prior approval)*.
- ✓ Existing HHW operational costs.
- ✓ State, regional, or national environmental conferences *(may be used as local match with prior approval)*.



K A N S A S

RODERICK L. BREMBY, SECRETARY

DEPARTMENT OF HEALTH AND ENVIRONMENT

KATHLEEN SEBELIUS, GOVERNOR

Bureau of Waste Management
SMALL QUANTITY HAZARDOUS WASTE GENERATOR
GRANT PROGRAM
State Fiscal Year 2007 APPLICATION FORM

Date of Application

Contact Person (responsible for day to day project management)

Name of Applicant Organization

Address City State Zip

Telephone Number FAX Number FEIN (IRS) Tax Number

Email Address

Address to mail payments to (if different than above): _____

☐ Check here if you have a designated fiscal agent. Please Name: _____

FEIN (IRS) Number (if different from above) _____

Please check type of grant project and provide total costs and amount requested:

	<u>Project Total Cost</u>	<u>Grant Amount Requested</u>
<input type="checkbox"/> Assessment of SQGs in proposed area	\$ _____	\$ _____
<input type="checkbox"/> Education and waste minimization program	\$ _____	\$ _____
<input type="checkbox"/> Equipment/supplies to manage SQG wastes	\$ _____	\$ _____
<input type="checkbox"/> Facility modifications	\$ _____	\$ _____
<input type="checkbox"/> Related training	\$ _____	\$ _____
<input type="checkbox"/> Disposal of SQG wastes	\$ _____	\$ _____
TOTAL AMOUNT REQUESTED	\$ _____	\$ _____

(Local match must be at least 25%)

**Small Quantity Hazardous Waste Generator
Grant Program
State Fiscal Year 2007 APPLICATION FORM**

BUDGET BREAKDOWN BY COST CATEGORIES (This is in the same format you will use for the affidavit of expenditures submittals required by the KDHE business office):

	<u>State Requested Funding</u>	<u>Local Match Amount</u>	<u>Total</u>
1. SALARIES	\$ N/A	\$ _____	\$ _____
2. TRAVEL	\$ _____	\$ _____	\$ _____
3. SUPPLIES	\$ _____	\$ _____	\$ _____
4. CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
5. PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
6. ALL OTHER COSTS	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____
PERCENTAGE OF TOTAL	_____ %	_____ %	100%

ADDITIONAL INSTRUCTIONS:

Please attach a detailed proposal. (This application is incomplete without this attachment.) See *Required Elements and Recommended format* form.

Proposed starting date of project: _____ Proposed completion date of project: _____
(Must be within SFY 2007, July 1, 2006 - June 30, 2007)

Have you contacted the KDHE permit unit regarding this proposal? ☐ Yes ☐ No

Have you submitted an actual permit modification to KDHE? ☐ Yes ☐ No
If so, when? _____

Please note: No grant funds will be disbursed by KDHE until a permit application is submitted.

The person signing this document must have the authority to contractually bind the applicant or be the designated fiscal agent. For local governments, this is generally the mayor or the chairman of the county commission.

CERTIFICATION:

The undersigned is an official authorized to represent the applicant. The applicant certifies that all proposed activities will be carried out, that all grant money received will be utilized solely for the purposes for which it is intended, that records will be maintained and submitted when requested, and KDHE is hereby granted access to inspect project sites and/or records.

Authorized Representative (Please Print)

(Signature of Authorized Representative)

(Title)

SFY 2007 SMALL QUANTITY GENERATOR GRANT APPLICATION NARRATIVE CHECKLIST

Included with any grant application form there must be a narrative that explains the proposed grant program activities, budgets and time lines. The following is a suggested format designed to help the applicant prepare a grant program application that can be evaluated quickly and easily. Depending upon the proposed project, this narrative can take a page or two or be a full sized feasibility document. Not all items may apply to your proposal.

BACKGROUND

- ✓ Describe proposed program service area, including a list of all communities served by this proposed project and their population.
- ✓ Discuss local and community support for proposed program.
- ✓ Address relevancy to existing County/Regional Solid Waste Management Plan.
- ✓ Describe any existing programs, related facilities and particular needs and purpose for applying for grants funds.

PROPOSED PROGRAM DETAILS

- ✓ Provide summary or abstract of the proposed project, program management and operational plan.
- ✓ Provide list of goals to be accomplished.
- ✓ Discuss how the proposed program will or will not affect existing public and private services.
- ✓ Provide implementation plan and timetable (*include permit process where appropriate*).
- ✓ Describe public education plan where applicable.
- ✓ Provide a detailed description of SQG Assessment to be developed.
- ✓ Provide a description of target SQGs, potential types of wastes, quantities, etc.
- ✓ Discuss methods of Screening out Regulated Hazardous Waste Generators.
- ✓ Discuss method of handling SQG accumulations under current transportation regulations.
- ✓ Provide a description of SQG education and waste minimization program to be implemented.

RESPONSIBLE PERSONS

- ✓ List persons or groups responsible for implementation. Include background information and bios on personnel.
- ✓ Estimate number of hours and staff to complete each component of the proposed project.
- ✓ Define how the project will be coordinated between the parties responsible for implementation and other official agencies and organizations with overlapping jurisdiction.

PROGRAM BUDGET

- ✓ Provide detailed cost estimates for each component of the proposed program including expected staff hours and costs, lists of supplies and equipment needed with itemized costs, etc.
- ✓ Include a list of funding sources and resources for the proposed program.
- ✓ Describe the method(s)/source(s) of meeting grant match requirement.
- ✓ Discuss proposed method of financing for continued program operations.
- ✓ Provide detailed cost estimates for each component of the proposed SQG program. (Keep in mind no one program can be awarded in excess of \$50,000).

PROGRAM EVALUATION PROCEDURES

- ✓ Detail procedures for program review, reporting and modifications.
- ✓ Provide an outline of final report to be completed upon grant completion.